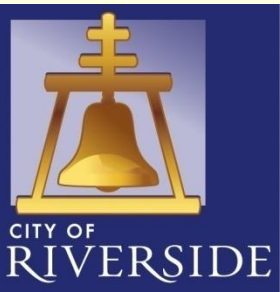


# **Human Resources Board**

## ***Report to City Council***

**February 28, 2012**

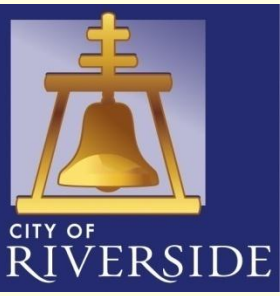


# Establishment of HR Board

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The HR Board was established by City Charter to:

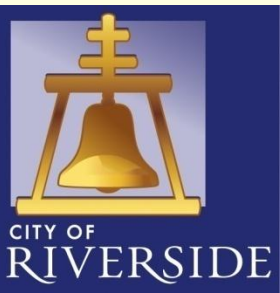
- Recommend to the City Council, after a public hearing, the adoption, amendment, or repeal of personnel rules and regulations
- Act in an advisory capacity to the City Council on matters concerning personnel administration



# Current HR Board Members

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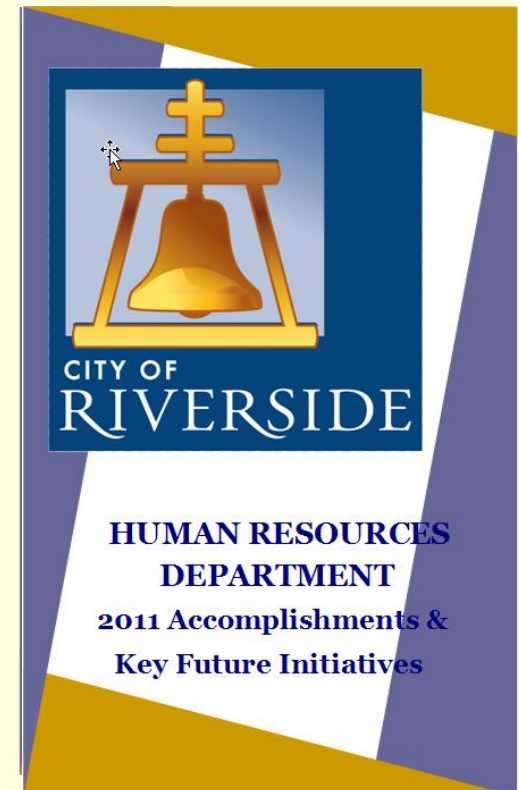
- Arthur Butler, *Chair*, Ward 2
- Norman Powell, *Vice Chair*, Ward 7
- Cynthia Baca, Ward 1
- Bob Gordon, Ward 3
- Sonya Dew, Ward 4 (At-large)
- Vacant, Ward 4
- Jackalyn Rawlings, Ward 5
- Erin House, Ward 6
- Woodie Rucker-Hughes, Ward 7 (At-large)

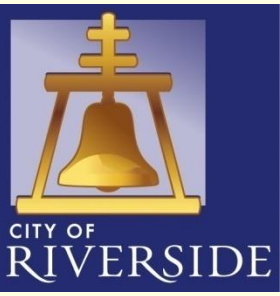


# HR Department Achievements

The HR Board heard updates highlighting achievements from various divisions within the Human Resources Department, including:

- Wellness Program
- Technology Enhancements
  - On-Boarding
  - Transition to NeoGOV
- Training Program
  - M3P Program will train all existing supervisors and managers in four years
- Facilitation of retirement planning sessions
- Workers' Compensation Audit
- Volunteer and Intern Program



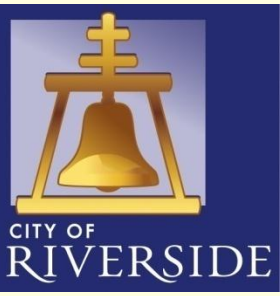


# HR Board Accomplishments

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The HR Board reviewed the following information:

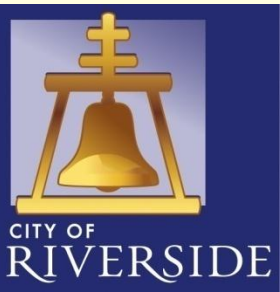
- Employee Relations Statistics
- Employee Separation Statistics
- Citywide Vacancies
- Usage of under-fills
- Sixteen Personnel Policies and Procedures (new and revised)



# HR Board Accomplishments

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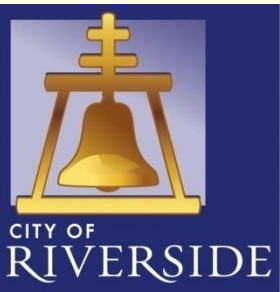
- The HR Board requested and heard general presentations from nine (9) City departments:
  - Police
  - Public Works
  - Public Utilities
  - General Services
  - Finance
  - Museum
  - Airport
  - Parks, Recreation and Community Services Department
  - Fire
- The Board heard a special presentation from the Finance Director regarding the Citywide safety and training program.



# HR Board Accomplishments

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- The HR Board met with the City Attorney to discuss the Employer-Employee Relations Resolution and its application to the grievance process for unrepresented employees
- The HR Board facilitated a grievance hearing for one unrepresented Confidential employee
- The HR Board received progress updates on the 2006 HR Strategic Work Plan of which 78% has been completed in five years
- The HR Board discussed their roles and responsibilities and drafted a revision to the Riverside Municipal Code for discussion



# EEO Statistics

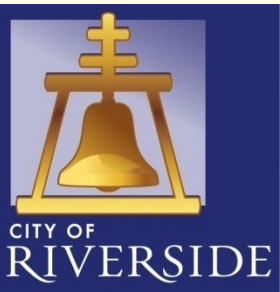
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The HR Board remains vigilant in providing a forum for departments and the public to address diversity and employment statistics.

The HR Board regularly reviews the following:

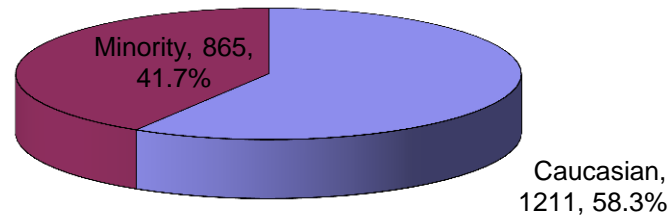
- City-wide EEO Statistics
- Management EEO Statistics



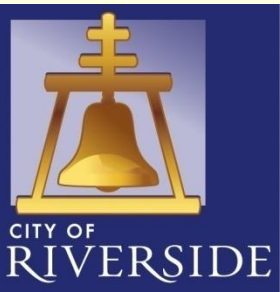


# Citywide EEO Statistics

Citywide All Employees as of June 11

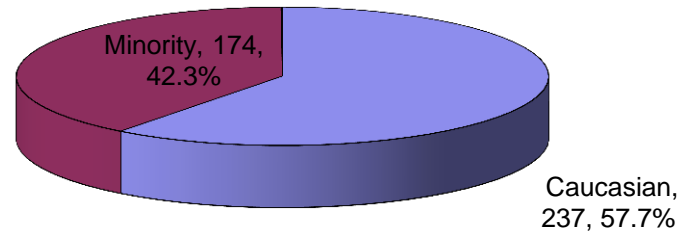


Profile of Citywide workforce as of June 2011 was 41.7% minority

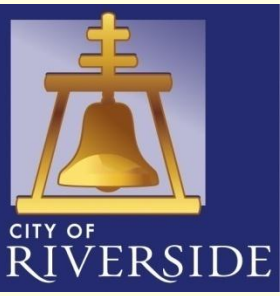


# Management EEO Statistics

All Management as of June 11

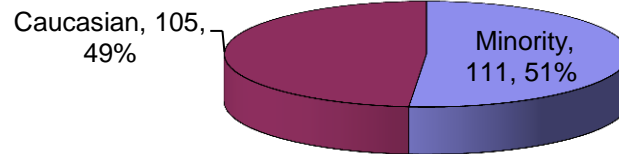


Profile of management workforce as of June 2011 was 42.3% minority



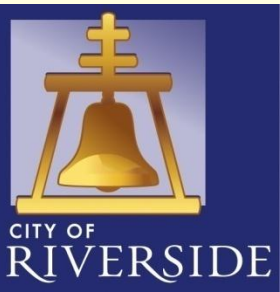
# Citywide EEO Changes

**Additions to the Citywide Workforce (2009-2010)**



Between 2009 and 2010, the City added 216 employees to the workforce of which 51% were minority.

The Citywide minority workforce increased from 37.3% in June 2005 to 41.7% in June 2011.

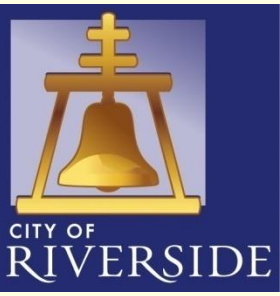


# HR Board - Future Challenges

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In the next twelve months, the HR Board will focus its efforts on the following:

- Continue to monitor staffing and workforce demographics as compared to previous years
- Continue to ensure a diversified applicant pool from which to select the most qualified candidates
- Continue to be available to non-represented management employees to hear grievances as defined by Charter
- Maintaining an active role in the revision of the Personnel Policies and Procedure Manual



# In Closing...

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The HR Board will continue to carry out its obligations by focusing on the following:

- Make regular recommendations to the City Council and City Manager regarding personnel administration
- Partner with Human Resources to provide support and recommendations to increase organizational effectiveness and diversity retention
- Continue to be a venue to the public to openly discuss matters relating to personnel administration